Members Present
Kleinheksel, Barry, Dewey, Kool, Petzak, VanAllsburg

Member Absent
Marroquin

Staff
Director Kooiker, North Branch Manager Carpenter, Collection Development Services Manager Perkins

2019-109 Approval of Agenda
Upon motion by Dewey, 2nd by Petzak, the agenda was approved at 4:02 p.m.

2019-110 Consent Agenda
Upon a motion by Kool, 2nd by Barry, the consent agenda items were approved.

2019-111 Budget Performance Report
Assistant Director Cook presented reports on the budget through October 31, 2019.

2019-112 Audit Report
Rehman Robson auditors presented the annual audit report.

2019-113 Friends of the Library Report
President Kleinheksel expressed thanks to the Friends of Herrick District Library for the annual appreciation dinner held this month.

2019-113 DIRECTOR’S REPORT: November 2019

1. Staffing: New staff member Steven Penkevich started this month as a page in the public services department. Collection and Digital Resources staffer Jeri Walsh-Allis has announced her retirement effective the end of the year.

2. ACLA: Allegan County Library Association Directors met in October. We are planning a countywide library staff training day next October.

3. Café Furnishings have been ordered and will be here in the first quarter of the New Year.

4. Naturalization Ceremonies: Two more dates for naturalization ceremonies are scheduled: Friday, December 6 and Friday, December 13 with ceremonies at 10:00 and 1:30.

5. Oz updates: Tree and monkey are close to completion and will still hopefully make it here this fall but no date is set.
6. Big Read Little Read: We had great successful programs for both the Big and Little Read this year with more than 150 in attendance for Carmen Agra Deedy’s visit to Herrick Library for the Little Read book “The Rooster Who Would Not be Quiet” and more than 700 in attendance for Julia Alvarez’s talk on “In the Time of Butterflies.” Staff members Abbey Stroop and Anne Pott both deserve kudos for their year round work on these programs. Abbey also reports that this year’s books provided new inroads with the Hispanic community’s involvement in the Big/Little read.

7. Carousel: The carousel has been returned to the children’s department with some finishing still needed. This will be complete in the next month.

8. What makes HDL Awesome: Sara and the community relations team asked for stories on what makes HDL awesome and they received these stories from staff members:

   "At the conclusion of the North Branch Spooky Stories and Pumpkin Painting event, a patron shared that they were new to the area and that it was the first time they felt like they were part of a community. It’s so good to hear how a library program can make people feel accepted in a new place!"

   "Heidi made a glow sign for the Faces of the Housing Crisis program that was a.) beautiful, but more importantly b.) brought a few people downstairs who were experiencing homelessness and had just happened to visit the library that night. Without their attendance, the discussion that followed the film would have been less reflective of reality. And they wouldn’t have attended without Heidi’s sign. Thanks, Heidi, your signs make a lot of difference!"

   "Today, one of our regular patrons (who happens to be deaf and has vision trouble) was meeting with her caseworkers in Study Room 2, where we have the snazzy TV screen courtesy of SCORE. They were using the monitor as a big screen to help her work on her sign language. It was great to see!"

9. Mary Cook is the Chair of the LLC continuing education committee and they hosted a training with Zingtrain from Ann Arbor with more than 75 in attendance. Great training — great planning.

10. IT departments has been working on phone system upgrades this month and will install new photocopiers soon.

11. READ Ottawa is a literacy program for all of Ottawa County. While it started in the Northwestern part of the county, it will be expanding to the Holland area and they will likely use the library as one of the places one-on-one tutoring (free) can take place. This is primarily for adult literacy.

12. From Youth Services: Erin Davison just participated in the Young Lives evening for teen mothers. These are teen mothers and their babies (most are 6 months-1 year) and she read a story, talked to the moms about how best to “play” and “create” with their little ones and explaining how it helps their babies’ brains grow and then they made a HUGE mess. She also talked about Help Me Grow Ottawa and how easy it is for them to get any questions answered about concerns they may have or parenting questions.

### 2019-114 President’s/Trustee Comments

President Kleinheksel

### 2019-115 Committee Reports

Building Committee met on November 18, regularly scheduled meeting is on December 12, 2019; Finance Committee next meeting is on February 13, 2020; Policy/Personnel met on November 4, 2019 at 4:00 pm, next meeting is January 9, 2020.

### 2019-116 Cost of Living Increase
Upon a motion by Kool, 2nd by Petzak, a motion passed to provide a 2% cost of living increase to all employees, with the exception of the Page level (due to a previous step increase for that position), effective January 1.

2019-117  
**Fines for Children’s and Teen Print Materials**

Upon a motion by Barry, 2nd by Kool, a motion passed to permanently remove overdue fines for print materials for materials in the children’s and teen’s sections. Replacement fees will still apply.

2019-118  
**North Side Branch Ownership**

Upon a motion by Dewey, 2nd by Petzak, a motion passed with unanimous rollcall vote to certify that the North Branch bonds have been paid and the sublease from the City of Holland Building Authority should be discharged.

2019-119  
**Banking Resolution**

Upon a motion by Dewey, 2nd by VanAllsburg, a motion passed to add First National Bank of Michigan to Herrick District Library’ list of bank depositories.

2019-120  
**Gifts**

Upon a motion by Dewey, 2nd by VanAllsburg, a motion passed to accept with thanks the gifts given to the library the previous month.

2019-121  
**Adjournment**

Upon a motion by Barry, the meeting adjourned at 5:07 p.m.

Submitted by Sara DeVries, Community Relations Manager, Board Clerk